

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



January 28, 1988

ALL COUNTY LETTER NO. 88-13

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REVISED PREPLACEMENT PREVENTIVE SERVICES MONTHLY  
STATISTICAL REPORT, FORM SOC 291 (4/88)

REFERENCE: ALL COUNTY LETTER NO'S. 86-28 and 85-10

Effective April 1, 1988, all County Welfare Departments will be required to implement the enclosed revised Preplacement Preventive Services Monthly Statistical Report, SOC 291 (4/88).

The SOC 291 has been revised to include the new definitions of case for the Emergency Response (ER) Program and to eliminate the need for counties to report monthly data that could better be collected via a characteristics survey. Another intent of the revision is to have the form more accurately reflect county activities in the ER and Family Maintenance (FM) programs, thereby assisting counties in providing more accurate information on these programs. Consequently, the revised SOC 291 captures only information on ER referrals and dispositions along with FM caseload activities.

Effective with the implementation of the revised SOC 291 on April 1, 1988, counties will be held accountable for the accuracy of statistical data reported on the new system. It is the Department's expectation that the data reported for the month of April 1988 on the new reporting system represents the actual number of ER referrals and ER dispositions processed by the counties during the month, as well as an accurate inventory of the number of FM cases, on hand at the beginning of the month. Therefore, prior to April 1, 1988 counties need to establish internal data collection procedures to ensure the accuracy of the data reported for April 1988 and subsequent months.

If you have any questions regarding the new form or the reporting instructions, please call Ms. Susan Derrick, Statistical Services Section, at (916) 322-5462.

A handwritten signature in dark ink, appearing to read "D. J. Boyle". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

DENNIS J. BOYLE  
Deputy Director

Enclosure

cc: CWDA

SF ONE COPY TO:

Department of Social Services  
Statistical Services  
744 P Street, MS 19-81  
Sacramento, CA 95814

**PREPLACEMENT PREVENTIVE SERVICES****MONTHLY STATISTICAL REPORT  
EMERGENCY RESPONSE AND FAMILY  
MAINTENANCE PROGRAM ACTIVITY**

COUNTY	CODE
MONTH ENDING	19

**SECTION I. EMERGENCY RESPONSE PROGRAM****PART A. EMERGENCY RESPONSE REFERRALS RECEIVED**

Referrals

- |   |   |  |
|---|---|--|
| 1. Total Emergency Response referrals received .....            | 1 |  |
| a. Emergency Response referrals, information insufficient ..... | 2 |  |

**PART B. EMERGENCY RESPONSE DISPOSITIONS**

Service Children

- |   |    |  |
|---|----|--|
| 1. Emergency Response assessment cases closed or transferred, determined inappropriate for in-person response ..... | 3  |  |
| 2. Emergency Response in-person response cases closed, Emergency Response services provided .....                   | 4  |  |
| 3. Emergency Response services cases closed, Emergency Response services provided .....                             | 5  |  |
| 4. Transferred to Family Maintenance .....  | 6  |  |
| 5. Transferred to Family Reunification/Permanent Placement .....  | 7  |  |
| 6. Transferred to other jurisdiction .....  | 8  |  |
| 7. Total Emergency Response Dispositions (Sum of Items 1 through 6) .....   | 9  |  |
| a. How many dispositions from Item 7 above were EA-ANEC funded children? .....                                      | 10 |  |

**PART C. REASON FOR EMERGENCY RESPONSE AT DISPOSITION**

- |   |    |  |
|---|----|--|
| 1. Sexual abuse .....   | 11 |  |
| 2. Physical abuse .....   | 12 |  |
| 3. Severe neglect .....   | 13 |  |
| 4. General neglect .....  | 14 |  |
| 5. Emotional abuse .....  | 15 |  |
| 6. Exploitation .....   | 16 |  |
| 7. Caretaker absence or incapacity .....                          | 17 |  |
| 8. Total number of Abuse/Neglect (Sum of Items 1 through 7) ..... | 18 |  |

**SECTION II. FAMILY MAINTENANCE PROGRAM****PART A. FAMILY MAINTENANCE PROGRAM ACTIVITY**

- |  |    |  |
|--|----|--|
| 1. On hand, beginning of month (Same as Section II, Part A, Item 5, last month) .....        | 19 |  |
| a. Inventory adjustment (explain in comments section, below) .....                           | 20 |  |
| 2. Subtotal .....  | 21 |  |
| 3. Transferred to Family Maintenance during month (Same as Section II, Part B, Item 4) ..... | 22 |  |
| 4. Total active during month (Sum of Items 2 and 3) .....                                    | 23 |  |
| 5. Closed or Transferred Family Maintenance cases during month .....                         | 24 |  |
| 6. On hand, end of month (Item 4 minus Item 5) .....   | 25 |  |

**PART B. TRANSFERRED TO FAMILY MAINTENANCE PROGRAM**

- |   |    |  |
|---|----|--|
| 1. Transferred from Emergency Response .....  | 26 |  |
| 2. Transferred from Family Reunification/Permanent Placement .....                  | 27 |  |
| 3. Transferred from other jurisdiction .....  | 28 |  |
| 4. Total (Sum of Items 1 through 3) (Also same as Section II, Part A, Item 3) ..... | 29 |  |

COMMENTS:

PERSON TO CONTACT	TELEPHONE NUMBER	DATE
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## REPORT ON PREPLACEMENT PREVENTIVE SERVICES

Monthly Statistical Report on Emergency Response Program Activity  
and Family Maintenance Program Activity.

### CONTENT

Form SOC 291 (Revised 4/88), Report on Preplacement Preventive Services, is designed to gather selected monthly information on Preplacement Preventive Services (Emergency Response Program and Family Maintenance Program) provided to children in accordance with W&I Code, Sections 16501 and 16504. The report describes significant aspects of the emergency response investigation and intake process and family maintenance program activity. The report also includes children served and funded by the Emergency Assistance-Abused, Neglected and Exploited Children (EA-ANEC) Program.

### PURPOSE

The data will provide the basis for reports to the Legislature, and will be used by the Department of Social Services (DSS) in estimating, budgeting, and allocating funds for Preplacement Preventive Services. It will also provide information to administrative and program personnel within DSS, County Welfare Departments (CWDs), and other interested agencies and persons.

### DISTRIBUTION

Annual reports to the Legislature are required by Section 16512 of the Welfare and Institutions Code. Summaries of the information will be made available to interested agencies and persons.

### DUE DATE

All counties are required to submit the completed report to DSS each month. Monthly reports are to be received in Sacramento on or before the last working day of the month following the report month. If there is nothing to report for a line item, please indicate this fact by inserting a zero (0) in the applicable line on the report form. Submit one copy of the completed report to:

Department of Social Services  
Statistical Services Section  
744 P Street, M.S. 19-81  
Sacramento, CA 95814

## REPORT FORMAT

The Preplacement Preventive Services Report (SOC 291) consists of two sections. Section I collects information relating to Emergency Response Program intake activity and caseload activity, including information on the number of children receiving services funded (all or in part) by the EA-ANEC Program. Section II collects information on Family Maintenance Program caseload activity .

### INSTRUCTIONS FOR COMPLETING FORM SOC 291

#### SECTION I. EMERGENCY RESPONSE PROGRAM

##### PART A. EMERGENCY RESPONSE REFERRALS RECEIVED

Part A is designed to count all referrals alleging child abuse/neglect received by the Emergency Response (ER) system. The only referrals that should be included in this universe are those that clearly fit the Penal Code, Section 11165, definition of abuse, neglect or exploitation. Do not include inappropriate inquiries such as those regarding aid payments, Medi-Cal cards, etc.

Please note that each referral is to be counted as one referral, regardless of the number of children in the family. For example, a family of four is counted as one referral.

#### Item Instructions:

Item 1. Total Emergency Response referrals received - Report all ER referrals made to CWD by phone, in person, or by mail during the report month. Count each referral only once, regardless of the number of times the same incident was reported or the number of persons making reports on the same incident. Include new referrals to the ER Program alleging new incidents of abuse/neglect of a child for whom there already exists an open Child Welfare Service (CWS) case.

Item 1a. Emergency Response referrals, information insufficient - Report those referrals alleging abuse, neglect, or exploitation but which contain insufficient information to identify or locate the children for purposes of attempting an in-person response.

PART B.

EMERGENCY RESPONSE DISPOSITIONS

Part B provides information on the number of service children which left the ER program during the month by transfer to Family Maintenance (FM), Family Reunification (FR), or Permanent Placement (PP) programs; or who were determined by the ER worker to require no further CWS services and the case was closed. Also report, as appropriate, in Items 1 through 6 below any open CWS services cases that were referred to the ER Program and have reached a disposition.

- Item 1. Emergency Response assessment cases closed or transferred, determined inappropriate for in-person response - Report the number of service children referred to the ER Program whose cases were assessed and closed by the CWD after being determined inappropriate for in-person response. If the CWD is unable to specify the actual number of children involved in this ER referral, the CWD is to report one child per referral.

Also report in this line item the situation in which the ER worker discovered that an ER referral is currently an open CWS case, determined that no further ER services are necessary, and referred the matter back to the appropriate CWS worker for any follow-up action.

- Item 2. Emergency Response in-person response cases closed, Emergency Response services provided - Report the number of in-person response cases closed during the month. An in-person response case involves the documented activities of the CWD ER worker who has either attempted an in-person response unsuccessfully; or who has conducted a face-to-face response to an ER referral, determined that no further CWS services are required, and closed the case. If the CWD is unable to specify the actual number of children involved in an ER referral in which an in-person response was attempted but was unsuccessful, the CWD is to report one child per referral.

- Item 3. Emergency Response services cases closed, Emergency Response services provided - Report the number of service children for all ER services cases closed during the month.

- Item 4. Transferred to Family Maintenance - Report all ER services cases transferred to the Family Maintenance (FM) program during the report month.
- Item 5. Transferred to Family Reunification/Permanent Placement - Report all ER services cases transferred to the Family Reunification (FR) or Permanent Placement (PP) programs during the report month.
- Item 6. Transferred to other jurisdiction - Report the number of ER services cases that were transferred to another jurisdiction during the report month.
- Item 7. Total Emergency Response dispositions - Report the total number of service children that left the ER Program during the month. This number is the sum of Items 1 through 6 above.
- Item 7a. How many dispositions from Part B, Item 7 above were EA-ANEC funded children? - Report the number of children that received services funded (all or in part) by Emergency Assistance - Abused, Neglected and Exploited Children (EA-ANEC) funds.

PART C. REASON FOR EMERGENCY RESPONSE AT DISPOSITION

This part includes only those service children whose ER cases reached disposition during the month.

Since the reason given by a person making a referral may not be accurate, the primary reason for an emergency response should be determined by the investigating Social Worker and reported at disposition. Items 1 through 7 below are prioritized by primary reason.

Please note, however, that this is an unduplicated count. Only one reason for each child is reported. Thus, if the person making the referral cited physical abuse (Item 2) and the Social Worker determined the actual reason was sexual abuse (Item 1), report one count in Item 1, none in Item 2. Also, if the child experienced more than one type of abuse/neglect, report only the most serious allegation, as prioritized on this form and determined by the Social Worker at disposition. If the Social Worker determined that the reason for ER services was unfounded or unsubstantiated, then report the reason cited in the referral.

Item Instructions:

- Item 1.      Sexual abuse/sexual exploitation - Means the victimization of a child by sexual activities including, but not limited to, those activities defined in Penal Code Section 11165.1 as "sexual assault" or "sexual exploitation".
- Item 2.      Physical abuse - Means nonaccidental bodily injury that has been or is being inflicted on a child. It includes, but is not limited to, those forms of abuse defined by Penal Code Sections 11165.3 and .4 as "willful cruelty or unjustifiable punishment of a child" and "unlawful corporal punishment or injury."
- Item 3.      Severe neglect - The negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive. "Severe neglect" also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as proscribed by Penal Code Section 11165.3, including the intentional failure to provide adequate food, clothing, or shelter.
- Item 4.      General neglect - Means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred.
- Item 5.      Emotional abuse - Means nonphysical mistreatment by the child's caretaker (defined as parent or guardian), the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Note: Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse, however.
- Item 6.      Exploitation - The act of forcing or coercing a child into performing activities for the benefit of the caretaker (defined as parent or guardian) which are beyond the child's capabilities or capacities or which are illegal or degrading.



Item 7. Caretaker absence or incapacity - Means the absence of caretaker (defined as parent or guardian) due to hospitalization, incarceration, death, etc., or incapacity of caretaker to provide adequate care for the child due to physical or emotional illness, disabling condition, etc.

Item 8. Total number of abuse/neglect (Sum of 1 through 7)  
- Enter the sum of Items 1 through 7 above.

SECTION II. FAMILY MAINTENANCE PROGRAM

PART A. FAMILY MAINTENANCE PROGRAM ACTIVITY

This part provides information regarding program activity and number of service children receiving Family Maintenance (FM) services during the report month.

ITEM INSTRUCTIONS:

Item 1. On hand, beginning of month - Report the number of service children receiving FM services on the first day of the report month. Report the same number as stated in Section II, Part A, Item 5 of the preceding month's report.

Item 1a. Inventory adjustment - If the CWD discovers that the number of service children on hand at the beginning of the month is different from that stated in Section II, Part B, Item 5 of the preceding month's report (and in Item 1 above), report the amount of the increase or decrease in this line item and provide a detailed explanation for the difference in the Comments Section of the form. For example, if the inventory at the beginning of the month is 105 instead of 100 as reported earlier, enter "+5" in Item 1a. If necessary, use the back of the form for explanation or attach additional sheet.

Item 2. Subtotal - Enter either the sum of or remainder of Items 1 and 1a.

Item 3. Transferred to Family Maintenance during month  
-Enter the total from Section II, Part B, Item 4.

Item 4. Total active during month - Enter the sum of Items 2 and 3.

Item 5. Closed or transferred Family Maintenance cases during month - Enter the number of FM service cases closed or transferred to another CWS program during the month.

Item 6. On hand, end of month - Enter the result of subtracting Item 5 from Item 4.

PART B. TRANSFERRED TO FAMILY MAINTENANCE PROGRAM

This part reports the number of children transferred to the Family Maintenance Program and reports what program they were in prior to the transfer.

ITEM INSTRUCTIONS:

Item 1. Transferred from Emergency Response - Enter the number of service children whose cases were transferred into the FM Program from the ER Program during the report month.

Item 2. Transferred from Family Reunification/Permanent Placement - Report the number of service children transferred from the FR and PP programs to the FM Program during the report month.

Item 3. Transferred from other jurisdiction - Report all other children transferred to the FM Program that were not shown under Items 1 and 2 above.

Item 4. Total - Enter the total number of children transferred to the FM Program. This is the sum of Items 1 through 3 above. This figure should be the same as Section II, Part A, Item 2.